

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE SUBJECT OCCUPATIONAL SAFETY	EFFECTIVE DATE 11/18/2002	NUMBER 04.03.101
	SUPERSEDES 04.03.101 (3/14/83); 05.04.101 (5/17/79)	
	AUTHORITY MCL 408.1001 et seq.; 791.203; 791.204	
	ACA STANDARDS 3-4401	
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POLICY STATEMENT:

The Department shall provide for the occupational safety of staff and offenders in Correctional Facilities Administration (CFA) and Field Operations Administration (FOA) operated facilities who work in areas where tools, machinery and other equipment are used.

RELATED POLICY:

04.03.120 Fire Safety

POLICY:

GENERAL INFORMATION

- A. Wardens, the Special Alternative Incarceration Program facility (SAI) Administrator and FOA Regional Administrators shall ensure that staff required to conduct inspections pursuant to this policy attend relevant Michigan Occupational Safety and Health Act (MIOSHA) training. Information on relevant MIOSHA training shall be made available to Wardens, the SAI Administrator and FOA Regional Administrators by the Manager of the Environmental Affairs Section of the Physical Plant Division, Administration and Programs (A&P), in conjunction with the Office of Training and Recruitment, Bureau of Human Resources.
- B. The Manager of the Environmental Affairs Section shall maintain a manual identifying MIOSHA safety and health criteria that employees are required to follow, including information on the following:
 1. Controlling hazardous energy sources.
 2. Controlling hazardous materials, including requirements for Materials Safety Data Sheets.
 3. Selecting and using personal protective devices.
 4. Requirements for confined-space entry.
 5. Selecting and using respiratory protection equipment.
 6. Conducting safety self-inspections.
- C. The Manager of the Environmental Affairs Section shall provide a copy of the manual to each Warden, FOA Regional Administrator and the SAI Administrator. Wardens, FOA Regional Administrators and the SAI Administrator shall ensure that the manual is made available to their respective MIOSHA Coordinators and committees, and to supervisors of potentially hazardous areas.

MIOSHA COORDINATOR/COMMITTEE

- D. Each Warden shall either designate at least one institutional MIOSHA Coordinator or appoint a MIOSHA committee. Each FOA Regional Administrator and the SAI Administrator shall designate at

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least one MIOSHA Coordinator or appoint a MIOSHA committee for all FOA operated facilities for which they are responsible. A MIOSHA committee shall include at least one staff person representing each of the following: administration, physical plant, each collective bargaining unit represented at the facility, and, if applicable, food service and Michigan State Industries (MSI).

- E. MIOSHA Coordinators and committee members shall be responsible for coordinating occupational safety inspections as required by this policy and shall be familiar with relevant MIOSHA occupational safety requirements for their respective facilities. They also shall be responsible for establishing and maintaining a documentation system for such inspections.

INSPECTIONS/REPORTS

- F. In CFA institutions, SAI and Technical Rule Violation Centers operated by the Department, MIOSHA Coordinators and committees shall conduct occupational safety inspections of randomly selected areas within their respective facilities at least monthly. In all other FOA centers operated by the Department, the safety inspections shall be conducted in accordance with a schedule developed by the FOA Deputy Director or designee in conjunction with the Manager of the Environmental Affairs Section. The results of each inspection shall be documented, and include all MIOSHA violations found during the inspection, recommended corrective action for each violation and corrective action taken. Inspections of potentially hazardous areas within the facility shall be conducted and reported as set forth in Paragraphs L and M.
- G. Each MIOSHA Coordinator or committee shall ensure that an annual occupational health and safety inspection of each area within their respective facilities in which tools, machinery or other equipment are used is conducted by an employee qualified to conduct such inspections. If a qualified employee is not available to conduct the inspection, the Department of Consumer and Industry Services shall be requested to conduct the inspection. If the Department of Consumer and Industry Services cannot conduct the inspection, the Warden, SAI Administrator or FOA Regional Administrator, as appropriate, shall contract to have the inspection performed. The Manager of the Environmental Affairs Section shall maintain a list of employees and contractors qualified to conduct such inspections, which shall be provided to Wardens, the SAI Administrator and FOA Regional Administrators upon request. The Warden, SAI Administrator or FOA Regional Administrator, as appropriate, shall ensure that any deficiencies noted during the annual occupational safety inspection are addressed in a timely manner.
- H. The Department of Consumer and Industry Services may conduct occupational health and safety enforcement inspections of Department facilities upon its own initiative. The appropriate CFA Regional Prison Administrator, FOA Regional Administrator or, for SAI, the SAI Administrator shall be notified through the appropriate chain of command whenever information is received that such an inspection will occur.
- I. Each MIOSHA Coordinator and committee shall submit a quarterly occupational safety report to the Warden, SAI Administrator or FOA Regional Administrator, as appropriate. The report shall identify the results of inspections conducted pursuant to this policy during the reporting period, including all MIOSHA safety violations found, corrective action taken and recommendations for corrective action not already completed. The Warden, SAI Administrator or FOA Regional Administrator, as appropriate, shall ensure all necessary corrective action is completed in a timely manner. The Warden, SAI Administrator or FOA Regional Administrator also shall ensure a copy of the report is submitted to the A&P Deputy Director or designee whenever a violation involves the Bureau of Health Care Services (BHCS) or MSI.
- J. Whenever a MIOSHA violation is found which poses a substantial risk of death or serious physical harm, the supervisor or MIOSHA Coordinator or committee shall stop all work in the immediate area of the violation and notify the Warden, SAI Administrator or FOA Regional Administrator, as appropriate, of this action as soon as possible. The Warden, SAI Administrator or FOA Regional Administrator shall ensure that corrective action is completed prior to work resuming in that area. The MIOSHA Coordinator or committee shall identify such incidents in the report submitted pursuant to Paragraph I.

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POTENTIALLY HAZARDOUS AREAS WITHIN A FACILITY

- K. Each MIOSHA Coordinator and committee shall prepare a risk assessment to identify potentially hazardous areas in their respective facilities on at least an annual basis. A potentially hazardous area is an area where a high risk of death or serious injury exists (e.g., MSI operations, food service, maintenance shop, career and technical education classroom). Upon request, the Manager of the Environmental Affairs Section shall assist in the identification of potentially hazardous areas.
- L. Each supervisor of a potentially hazardous area shall be familiar with required MIOSHA standards for his/her respective areas and conduct weekly self-inspections of those areas. This shall include inspecting all machinery, equipment, tools and personal protective devices to ensure they operate properly and that all required safety devices are in place and functional. The self-inspection also shall include ensuring staff and offenders working in such areas properly use required safety and personal protective devices. The beginning and ending dates of the reporting period, the specific areas inspected and the results of each inspection, including any findings of MIOSHA violations and corrective action taken, shall be documented in writing.
- M. Each supervisor of a potentially hazardous area shall prepare a monthly inspection report for his/her area. The report shall include the results of weekly self-inspections conducted during the reporting period, including identifying all MIOSHA violations found and corrective action taken. If corrective action has not been taken, the report shall include reasons for non-completion and date by which the action should be completed. The report shall be submitted to the MIOSHA Coordinator or committee. The Coordinator or committee shall submit a copy of the report to the A&P Deputy Director or designee whenever a violation involves BHCS or MSI.
- N. Supervisors of potentially hazardous areas shall enforce applicable MIOSHA standards in their respective areas. They shall be alert for safety hazards and take steps to replace or repair any missing, malfunctioning or nonoperating safety devices. They shall remove immediately from use machines, tools, personal protective devices and other equipment that are unsafe due to missing safety devices, damage or excessive wear. They also shall instruct each offender and employee under his/her supervision in the safe handling and operation of equipment and tools, and require them to properly use required safety and personal protective devices. In MSI facilities, safety glasses shall be worn as set forth in PD 05.04.102 "Safety Glasses".
- O. Offenders and employees who refuse to properly use required safety and personal protective devices, or to follow applicable MIOSHA standards after being directed to do so, shall be removed immediately from the assignment pending investigation. Offenders may be subject to discipline pursuant to PD 03.03.105 "Prisoner Discipline", PD 06.04.105 "Special Alternative Incarceration Program" or PD 06.03.104 "Technical Rule Violation Program", as appropriate. Employees may be subject to discipline pursuant to PD 02.03.100 "Employee Discipline".

OPERATING PROCEDURES

- P. CFA Regional Prison Administrators and the FOA Deputy Director shall ensure that procedures are developed as necessary to implement requirements set forth in this policy directive; this shall be completed within 60 calendar days after the effective date of the policy directive. This includes ensuring their existing procedures are revised or rescinded, as appropriate, if they are inconsistent with policy requirements or no longer needed.

AUDIT ELEMENTS

- Q. A Primary Audit Elements List has been developed and will be provided to Wardens, FOA Regional Administrators and the SAI Administrator to assist with self audit of this policy, pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".